



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

**BOARD OF FUNERAL SERVICES**

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: [DPR.DELAWARE.GOV](http://DPR.DELAWARE.GOV)  
EMAIL: [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us)

MEETING MINUTES:	<b>BOARD OF FUNERAL SERVICES</b>
DATE AND TIME:	<b>December 5, 2017 at 10:00 a.m.</b>
PLACE:	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building
MINUTES FOR APPROVAL:	<b>January 23, 2018</b>

**MEMBERS PRESENT**

S. Keith Parsell, Professional Member, President  
Chad Chandler, Professional Member  
Jane Hovington, Public Member  
Harvey Smith, Jr., Professional Member

**MEMBERS ABSENT**

Ann Happoldt, Public Member  
Danna Levy, Public Member  
Bill Torbert, Professional Member

**DIVISION STAFF**

Meredith Hurley, Administrative Specialist II  
Kevin Maloney, Deputy Attorney General

**PUBLIC PRESENT**

None

**CALL TO ORDER**

Mr. Parsell called the meeting to order at 10:00 a.m.

**REVIEW AND APPROVAL OF MINUTES**

Meeting Minutes – September 26, 2017

Mr. Smith moved, seconded by Mr. Chandler, to approve the September 26, 2017 meeting minutes as written. By unanimous vote, the motion carried.

**UNFINISHED BUSINESS**

Discussion Regarding SB65 and Changes to Rules & Regulations

The Board reviewed the proposed regulation changes submitted by Mr. Maloney in regulation format.

Mr. Chandler moved, seconded by Ms. Hovington, to approve the proposed regulations. By unanimous vote, the motion carried.

Mr. Maloney will forward the changes to the Register of Regulations for publication with the possibility of having a public hearing at the next scheduled meeting.

#### Review of Late Renewal Audits

Mr. Chandler moved, seconded by Ms. Hovington, to approve the final late renewal audit from the 2016 renewal period. By unanimous vote, the motion carried.

#### **NEW BUSINESS**

##### Review of Applications for Licensure

Mr. Smith moved, seconded by Ms. Hovington, to accept the quarterly and embalming reports submitted by George Cranston and approve him for Funeral Director contingent on a passing score on the Delaware State Exam. By unanimous vote, the motion carried.

Ms. Hovington moved, seconded by Mr. Chandler, to approve Gore Funeral Services for a Funeral Establishment Permit. By unanimous vote, the motion carried.

Mr. Smith moved, seconded by Mr. Chandler, to approve Amanda Mark for Funeral Director contingent on a passing score on the Delaware State Exam. By unanimous vote, the motion carried.

Mr. Smith moved, seconded by Ms. Hovington, to approve Sarah Frey for Funeral Director contingent on a passing score on the Delaware State Exam. By unanimous vote, the motion carried.

##### Review of Applications for Continuing Education Approval

Mr. Smith moved, seconded by Ms. Hovington, to table the continuing education request submitted by Joshua Schoenberg until more information can be provided about the content of the meeting he attended. By unanimous vote, the motion carried.

Mr. Chandler moved, seconded by Ms. Hovington, to approve the 20.25 hours requested by The Conference for the "2018 Annual Meeting". By unanimous vote, the motion carried.

##### Continuing Education Requirements

The Board discussed if Funeral Director Limited licensees are required to maintain continuing education hours and if they are subject to audit. Mr. Maloney confirmed that under 9.2.1 of the regulations it states that every licensed funeral director shall complete at least 10 hours of approved CE.

##### ABFSE Accreditation Update

This item was for informational use only.

#### **CORRESPONDENCE**

There was no correspondence.

#### **OTHER BUSINESS BEFORE THE BOARD (For discussion only)**

Mr. Chandler raised a concern over funeral directors sharing establishments and how that might be a problem. Mr. Maloney stated that if there is a valid funeral establishment permit it doesn't matter as long as there is no violation of 12.3 of the regulations regarding advertising.

Mr. Parsell informed the Board that he attended a test review workshop in October for The Conference.

Mr. Parsell mentioned an issue with the Gift of Life program in that they are dropping off the deceased at a funeral home without documentation instead of returning the deceased back to the original location in order to have the correct paperwork issued for the transport to a funeral home. He stated he doesn't know how to get them to follow proper procedures.

#### **PUBLIC COMMENT**

There was no public comment.

#### **NEXT MEETING**

The next Board meeting is scheduled for Tuesday, January 23, 2018, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

#### **ADJOURNMENT**

There being no further business before the Board, Ms. Hovington moved, seconded by Mr. Smith, to adjourn the meeting at 11:11 a.m. By unanimous vote, the motion carried.

Respectfully Submitted,

A handwritten signature in black ink that reads "Meredith Hurley". The signature is written in a cursive, flowing style.

Meredith Hurley  
Administrative Specialist II